Civilian Modern Personnel Data System

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30 MSS/DPC
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Why is it being implemented?

- **Redundant and costly personnel systems are being eliminated**
  - **Going from multiple, separate civilian personnel data systems to one DoD civilian personnel data system**
- **Old systems are too costly to maintain, too unwieldly to modify, and becoming obsolete as a mainframe-based system**
- **Supports regionalization**

Civilian Modern System

- **Conversions from an AF owned civilian personnel data system to a new modernized DoD system**
- **Planned implementation is now Nov-Dec 00**
- **Major work load for the CPF to implement new procedures**
- **Work required of all employees**

Civilian Modern System

- **Four initial areas of concern**
  - **New merit promotion procedures**
  - **Building virtual positions and position hierarchy**
  - **Building secure user Id's**
  - **Moratorium on processing actions**

Merit Promotion

- New merit promotion procedures contained in AFMAN 36-203, Chapter 8 , effective 1 Apr 00
- Negotiations with local unions on procedures ongoing
- Old PPRS system is replaced by STAIRS—this will use resume scanning technology to identify candidates
- Requires all employees who want to be considered for promotion, reassignment, change to lower grade to submit resume
- Employees will “self-nominate” under vacancy announcements

Resumes

- **Resumes must be prepared in a standard format and submitted to AFPC by using on-line resume writer, e-mail, fax or mail**
  - **Will not accept SF-171 or OF-612**
  - **Limited to 5 pages**
  - **Family Support Center will be providing training on resume writing anticipated to begin in May**
  - **Employee handbook on resume writing in draft form—expect it to be published soon and will have it available in electronic format**
  - **As a starting point, we will be generating career briefs from DPCDS**
  - **Updated when there is a change in job or education**

Resumes

- **Check AFPC/DPC Web site for updates**
  - **http://www.afpc.randolph.af.mil/dpc**
- **Not accepting internal resumes at this date for consideration at Vandenberg AFB**
  - **Expect internal applicant web site to open sometime in April-May timeframe**
- **On-line resume writer will update instantly and will not be have to be scanned.**
- **Other methods (e-mail, fax, mail) require scanning and must be clear for optical character reading**

Self Nomination

- **Employees have three options on vacancy announcements**
  - **CANS—email subscription service**
  - **AFPC web site**
  - **Interactive Voice Response System (IVRS)**

- **Vacancy announcements open for 5 days**

- **Currently, no exceptions to applying under announcements**
- **Anticipate Career Programs will use parallel methods**

Access

- **Employees will be able to use work site computers for preparing resumes needed for new system**
- **AFPC web site may also be accessed from work site computers**
- **For those that do not have work site computers, setting up a self-help center in CPO. Also discussing access in other work areas.**
- **Web site may be accessed from home computer.**
- **CANS responses may also go to home computer.**

Classification Preparation

- **Classification workload prior to implementation includes building “virtual positions” for all military positions in hierarchy**

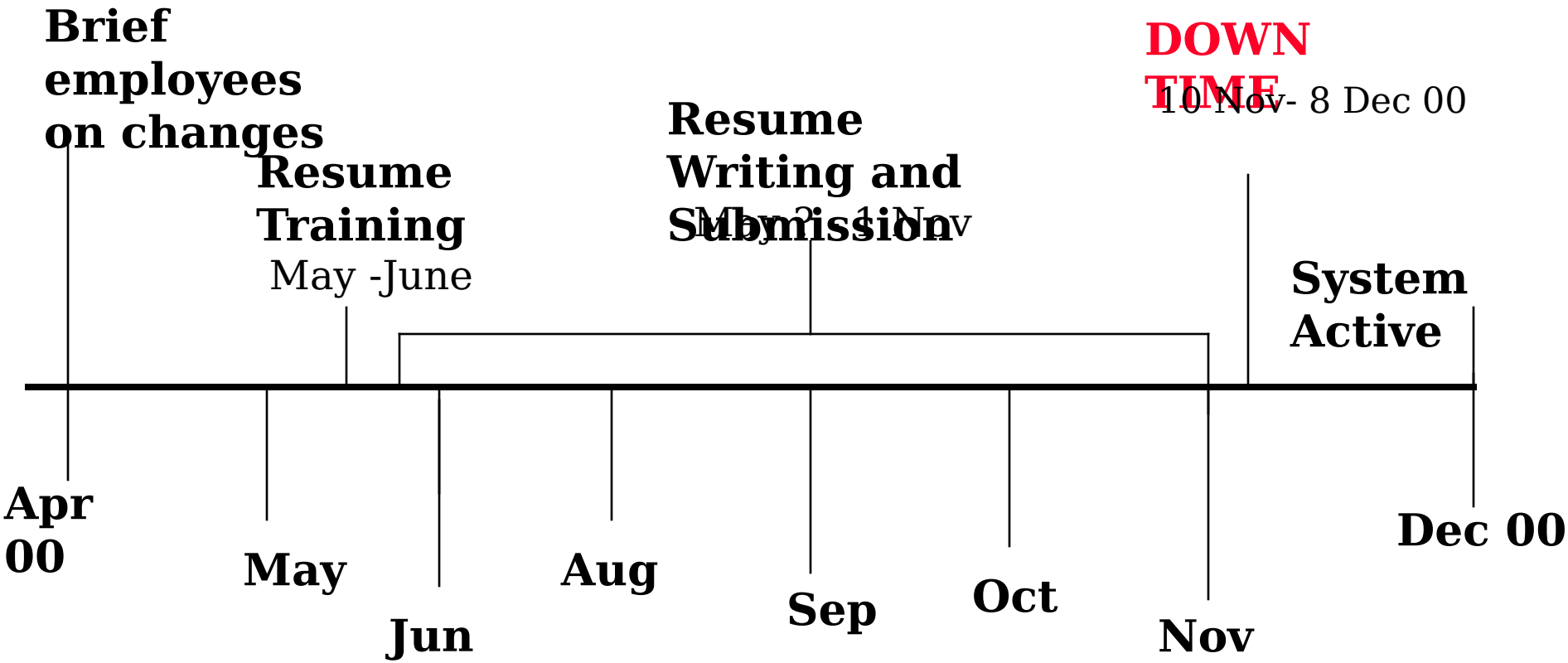
- **Position hierarchy will require accurate organizational charts for all organizations including the supervisory relationship**

- **This hierarchy will relate to the level of access that individuals will have when the system is deployed and dictates ability to “build” positions in system**

Delays

- **Moratorium on processing personnel actions**
  - **Expecting down time with system—currently projected from 10 Nov 00 – 8 Dec 00**
  - **Only emergency actions will be processed during down time**
  - **Additionally, fill actions will be stopped approximately 6 weeks prior to down time**
- **Need early projection of required action**
- **Work as many actions ahead of time as possible—down time will impact our ability to execute work years**

Timeline


Brief employees on changes
Resume Training
May -June
Resume Writing and Submission
May 2 - 1 Nov
DOWN TIME
10 Nov- 8 Dec 00
System Active
Apr 00
May
Jun
Aug
Sep
Oct
Nov
Dec 00